



Safety and Health Services Division

SHSD Self-Assessment Plan

FY03

Prepared By: Richard Travers 4/4/03
Date

Approved By: [Signature] 4/7/03
Date

4/4/03

Objective & Methodology:

The objective of this document is to describe Safety and Health Services Division's self-assessment program for fiscal year 2003. Implementation, documentation and management concepts associated with the Self-Assessment Program are included. A primary goal of the program is to critically monitor the effectiveness, efficiency and adequacy of Safety and Health Services' organizational processes along with progress on improvement projects. The approach of the SHSD Self-Assessment Program includes both vertical and horizontal components:

- *Vertical* (within the scope of Safety and Health Services Division (SHSD) line responsibilities)
- *Horizontal* (across all BNL organizations with operations that have occupational health and safety and facility safety responsibilities)

This self-assessment plan addresses each of the following performance categories as defined by the Assessment Planning Criteria framework in the BNL Assessment Program:

1. Leadership Commitments and Involvement.
2. Human Resource Development and Management
3. Customer Focus and Satisfaction
4. Process Management.
5. Business and Operational Results.
6. Compliance with Laws, Regulations, and Contractual Requirements

Vertical Assessments

Division level self-assessment activities have been strengthened in FY03. New initiatives and continuing programs include:

- Bi-weekly walk-through self inspections of the SHSD laboratories
- Bi-weekly testing of the emergency eyewash station
- Quarterly employee/management interviews in the Industrial Hygiene group
- SME standard operating procedure development and practitioner qualification. Topics this year included Local Exhaust Ventilation testing, HEPA Surveillance testing, and Surface Wipe testing.

Horizontal Assessments

In addition to activities required and measured by the DOE/BSA contract, additional assessments were developed to monitor SHSD programs based on the following criteria: important program areas; program areas in need of strengthening; areas where corrective actions had previously been implemented; new programs which had never been assessed.

Fiscal year 2003 (FY03) assessments continue to place more emphasis on driving behavior that will support a future comprehensive compliance audit, as compared to previous assessments, which focused more towards program development and implementation.

Assessments identified in the ESH&Q Directorate Level Plan are not repeated in this Division Level Plan. In order to ensure workers health and safety and facility safety concerns are assessed Laboratory-wide, SHSD recommends that line organizations incorporate the following assessment areas into their own Division/Department Self-Assessment Plans, as appropriate:

- Interlock Protection Programs
- Operational Readiness Evaluations
- Contractor Vendor Training
- Beryllium Use Reviews
- Confined Space Permits

These assessments and Workers Health and Safety, and Facility Safety related SBMS Subject Areas should be tracked in their Family Assessment Tracking System (FATS). Many evaluations of the Laboratory's occupational health and safety and facility safety performance are included as part of established, on-going programs (e.g., annual reviews and updates of the BNL occupational health and safety and facility safety hazard assessment and monitoring programs, as required by DOE Order 440.1A). In addition, the ESH&Q's Office of Independent Oversight, along with oversight inspections by DOE-BAO, Chicago and Headquarters, periodically conduct independent assessments.

SHSD will support its BAO counterparts in determining the scope of independent assessment activities and in participating in the field phase of their independent assessment. During FY03, BAO will not conduct any independent assessments.

No collaborative assessments are identified in the DOE/BAO FY03 ES&H Assessment Plan that directly involve SHSD participation. However, there are five key assessments in which BAO will participate as observers and part of the assessment planning and implementation review teams:

1. Interlock Protection Programs
2. Operational Readiness Evaluations
3. Contractor Vendor Training
4. Beryllium
5. Ergonomics

Finally, there are several annual assessments that SHSD will perform for compliance with programmatic requirements:

1. Respiratory Protection
2. Noise & Hearing Conservation
3. Cancelled Confined Space Permit
4. Lock out – Tagout
5. Firearms Safety

6. Tier 1 inspection program

Specific assessment activities are identified in a matrix format on Attachment 1 and include a unique SHSD Self-Assessment tracking number. These activities will be tracked in SHSD FATS. The assessment matrix is organized or linked to the following prioritization/categorization levels:

- BSA/DOE Contract Performance Measure - Assessments in this category are grouped according to their respective Critical Outcome Objective and are identified with the corresponding Performance Measure number.
- Compliance related assessments – Assessments are linked to a specific compliance program
- Program Maintenance/Improvement Initiatives – Assessments relate to general SHSD deliverables, requirements and programs, such as SBMS Subject Area development.

All assessments are identified in Attachment #1 and are linked to Critical Outcome Performance Measures and Baldrige Criteria. This plan is designed to meet the requirements of the Integrated Assessment Program (IAP) and its evaluation criteria:

Assessment Criteria:

Criterion # 1: SHSD performance objectives must be linked to the IAP and BNL Critical Outcomes.

Criterion # 2: SHSD assessment activities must be conducted and be on schedule.

Criterion # 3: SHSD Level 2 manager must be involved.

Criterion # 4: Self-Assessment plan must identify and assign support responsibilities.

Responsibilities:

The SHSD Division Manager provides leadership for implementing the following self-assessment activities within the Division and Laboratory-wide. Specifically, these responsibilities are:

- Ensuring that an SHSD Self-Assessment Program is in place, and that self-assessment plans are prepared, documented and implemented within the Division in a timely manner.
- Ensuring assessments and corrective actions are tracked in the ATS or SHSD FATS, as appropriate.
- Ensuring that the R2A2's and individual performance goals of direct reports reflect expectations regarding self-assessments and are aligned with achieving organizational and institutional objectives and measures.
- Ensuring that systems, processes, guidance, tools, and expert support are provided as necessary to Laboratory Departments/Divisions to support the performance of organizational assessment activities.
- Planning and implementing management system assessments, for which the SHSD Manager is the point of contact, to ensure the system procedures (e.g. subject areas,

ESH Standards etc.) are being implemented as expected, are achieving desired results, and are continually improved.

- Reporting results of self-assessment activities that may have Directorate and Lab level implications at regularly scheduled Management Team meetings. Lessons Learned from SHSD will be used for SHSD and BNL improvement and will be communicated to the Office of Independent Oversight's Lessons Learned Coordinator.
- Ensuring that the annual Self Evaluation Presentation is presented in a timely manner.
- Developing the Self-Assessment Plan by interacting with the applicable SME's and program managers.
- Obtaining DOE-BAO input to the Self-Assessment Plan and keeping BAO informed as to the status of the Self-Assessment activities.

The SHSD Self-Assessment Coordinator has the following responsibilities:

- Verifying the entry of activity schedules into ATS and SHSD FATS.
- Tracking implementation of the Self-Assessment Plan and providing quarterly status reports to the SHSD Manager.
- Maintaining this SHSD assessment program document.
- Managing any corrective and improvement actions identified through assessment activities.
- Coordinating the development of the end of the year SHSD Self-Evaluation.

SHSD Group Leaders, Program Managers and/or SME's have the following responsibilities:

- Providing input to Self-Assessment Plan
- Performing and documenting assessments in accordance with schedule.
- Participating in assessments led by others, as appropriate.
- Evaluating assessment results, recommending corrective actions and presenting the assessment results to the SHSD Management Team.
- Entering status and assessment results/corrective actions in the ATS and FATS and updating the task tracker to indicate completion.
- Implementing corrective actions, as appropriate.
- Conducting appropriate vertical assessment activities appropriate for the group.

Progress Monitoring & Assessment Schedules:

The assessment plan is developed to assist SHSD in monitoring the progress of projects, commitments and compliance areas by scheduling periodic assessments ahead of the milestone dates. Progress monitoring provides an accurate account of commitment status in order that additional resources may be assigned, as necessary, to bring an activity back on schedule. The Self-Assessment Plan matrix (Attachment 1) defines the schedule assigned to each activity. These activities will be entered into the ATS (see note below) to assign responsibility, schedule, and track assessments, as well as corrective and improvement actions identified through the assessments. Activities will also be entered into the SHSD FATS to indicate SHSD assignments, schedules and show percent complete.

Notes:

1. The SHSD Family Assessment Tracking System (FATS) is a hybrid of the institutional Assessment Tracking System (ATS), and is used to track division issues that are not captured at the institutional level.
2. Quarterly - Evaluation of data or information from the preceding quarter, as a goal, within the month immediately following the quarter.
3. Annually - Evaluation of data or information from the preceding year, as a goal, within the month immediately following the year-end.

Review and Evaluation of Assessment Results:

Individuals responsible for coordinating or conducting the assessment activities present the results and make recommendations to the SHSD Management Team, usually at the weekly SHSD Management Team Meetings. The management team reviews the information and recommendations and determines:

- appropriate corrective and improvement actions
- need to submit identified strengths and issues in the Lab-wide Lessons Learned program
- need to report issues identified to the Laboratory Price Anderson Amendments Act Working Group.

Corrective Action Management:

The assigned individuals are responsible for implementing the corrective actions. Corrective and improvement actions identified through assessment activities shall be managed by the Self-Assessment Coordinator and tracked in the FATS in accordance with ESH Standard 1.2.1, Corrective Action Management and Tracking for Internal and External Assessments.

Corrective and improvement actions applicable to the Directorate and/or the Lab as a whole shall be determined by the management team and tracked to closure through the ATS.

Lessons Learned and Program Improvements:

SHSD will use the results from the self-assessment process to drive improvements and to identify new initiatives and assessment criteria. Our Lessons Learned will be shared with the Laboratory and BAO through the IO Lessons Learned program.

Documentation:

A hardcopy SHSD Self-Assessment Form (Attachment 2) is available for use in conducting and documenting the actual assessment. Individuals are encouraged to use this tool as a coversheet and attach any additional documentation.

Assessments, their results, and any follow-up actions shall be documented and electronically attached through the ATS or SHSD FATS as appropriate. Hard copies of documentation related to Directorate or Division level assessment activities will be maintained in the SHSD

Division Management Files, with information copies provided to the Assessment Coordinator, SME's, or Project Managers.

Approval and Change Control:

The SHSD Self-Assessment is approved by the SHSD Manager and will be controlled by use of the revision date and revision markings. Minor revisions will be indicated with revision bars and with the SHSD Manager 's signature with date. A master electronic file will be maintained with all minor revisions dating to the last major revision. Major revisions will require the approval of the Assistant Laboratory Director for ESH&Q. The SHSD Manager will determine the category of the change.

ATTACHMENT 1

**FY03
BNL SAFETY & HEALTH SERVICES DIVISION
Self-Assessment Plan**

CRITICAL OUTCOME: OPERATIONAL EXCELLENCE CRITICAL OUTCOME OBJECTIVE: ES&H OPERATIONAL PERFORMANCE						
SHSD Self-Assessment ID#	Supporting BSA & Division Measure(s)	Strategy	Assessment Type & Mechanisms	Responsibility and Level of Effort	Indicators	Schedule/ Due Date
03-1602.1	Occupational Safety Excellence Supports BSA Performance Measure 3.3.2.2, "OSHA Reportable Injury Management"	Assess SE performance and timeliness in supporting DOE/BSA Occupational Safety and Health goal to achieve excellence in worker safety and health protection.	Review reports	Ellerkamp Effort: 700 person-hours	Weekly Case Management meeting with OMC	Annual
		In addition to program maintenance, SHSD will evaluate several potential improvements during FY03 for Laboratory Management's consideration. These include: <ul style="list-style-type: none"> The deployment of Dupont Safety Services to perform an assessment and leadership workshop and other improvement initiatives. Voluntary Protection Program (VPP) Restart of the (OHR) Committee. 	Variable	White Effort: 40 person-hours +	Position papers, I&D papers, presentations to Management Council.	9/30/03
03-1602.2	SHSD Design Review, ORE AND BORE Support Supports BSA Performance Measures 2.1.1, "EM Project Completions" and 3.4.2, "EP Project Management"	SHSD will provide timely design reviews, ORE, BORE, and ERE to support BNL missions and projects	Program Review	Travis Effort: Dependent on number of requests	Conformance to SHSD goals for Design Review turnaround and ORE/BORE/ERE draft report issuance.	9/30/03

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SHSD Self-Assessment ID#	Supporting BSA & Division Measure(s)	Strategy	Assessment Type & Mechanisms	Responsibility and Level of Effort	Indicators	Schedule/ Due Date
03-1602.3	Management System Maturity Determination - Worker Safety and Health Supports BSA Performance Measure 3.2.1.2, "Maturity Determinations"	Using the management system assessment plan developed in response to PM 3.2.1.1, "Management System Objectives and Assessment Activities" (QA responsibility.) Complete the formal, consensus based user/peer reviewer Maturity Determination.	Program Review	White Effort: 100 person-hours +	Completed Maturity Determination Document Management Analysis of the Results Appropriate updates of the assessment plan	9/30/03
03-1602.4	Management System Maturity Determination - Facility Safety Supports BSA Performance Measure 3.2.1.2, "Maturity Determinations"	Using the management system assessment plan developed in response to PM 3.2.1.1, "Management System Objectives and Assessment Activities" (QA responsibility.) Complete the formal, consensus based user/peer reviewer Maturity Determination.	Program Review	Monahan Effort: 100 person-hours	Completed Maturity Determination Document Management Analysis of the Results Appropriate updates of the assessment plan	9/30/03
03-1602.5	Interlock Protection Programs SHSD Program Maintenance – ISM	Assess BNL process in maintaining a regulatory compliant Interlock Protection Program.	Horizontal and Vertical Regulatory Driver review, written program evaluation and field implementation inspection	Curtiss With BAO observation Effort: 200 person-hours	Verify compliance with contractual obligations as defined in the DOE/BSA contract. Perform review of line policy and procedures. Interview workers and inspect field implementation.	6/30/03

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SHSD Self-Assessment ID#	Supporting BSA & Division Measure(s)	Strategy	Assessment Type & Mechanisms	Responsibility and Level of Effort	Indicators	Schedule/ Due Date
03-1602.6	Operational Readiness Evaluations SHSD Program Maintenance - ISM	Assess BNL process in maintaining a regulatory compliant Operational Readiness Evaluation Program.	Horizontal and Vertical Regulatory Driver review, written program evaluation and field implementation inspection	Travis With BAO Observation Effort: 200 person-hours	Verify regulatory drivers via search of regulation sources Perform line item review of BNL written program for compliance with drivers. Inspect field operations to measure implementation of written program	6/30/03
03-1602.7	Contractor Vendor Training SHSD Program Maintenance - ISM	Assess BNL process in maintaining a regulatory compliant Contractor Vendor Training Program.	Horizontal and Vertical Regulatory Driver review, written program evaluation and field implementation inspection	Krasner With BAO Observation Effort: 200 person-hours	Verify regulatory drivers via search of regulation sources Perform line item review of BNL written program for compliance with drivers. Inspect field operations to measure implementation of written program	9/30/03
03-1602.8	Beryllium SHSD Program Maintenance - ISM	Assess BNL process in maintaining a regulatory compliant Beryllium Program.	Horizontal and Vertical Regulatory Driver review, written program evaluation and field implementation inspection	Selvey With BAO Observation Effort: 200 person-hours	Verify regulatory drivers via search of regulation sources Perform line item review of BNL written program for compliance with drivers. Inspect field operations to measure implementation of written program	3/30/03

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SHSD Self-Assessment ID#	Supporting BSA & Division Measure(s)	Strategy	Assessment Type & Mechanisms	Responsibility and Level of Effort	Indicators	Schedule/ Due Date
03-1602.9	Ergonomics SHSD Program Maintenance - ISM	Assess BNL process in maintaining a regulatory compliant Ergonomics Program.	Horizontal and Vertical Regulatory Driver review, written program evaluation and field implementation inspection	Selvey/Peters With BAO Observation Effort: 200 person-hours	Verify regulatory drivers via search of regulation sources Perform line item review of BNL written program for compliance with drivers. Inspect field operations to measure implementation of written program	06/30/03
03-1602.10	Noise/Hearing Protection Annual Assessment SHSD Program Maintenance – Required Annual IH Assessment (ISM/OSHA)	Assess BNL programs against regulatory and internal requirements.	Vertical	Selvey/Peters Effort: 100 person-hours	Verify regulatory drivers via search of regulation sources Perform line item review of BNL written program for compliance with drivers. Inspect field operations to measure implementation of written program	9/30/03
03-1602.11	Respiratory Protection Annual Assessment SHSD Program Maintenance – Required Annual IH Assessment (ISM/OSHA)	Assess BNL programs against regulatory and internal requirements.	Vertical	Selvey/Peters Effort: 100 person-hours	Verify regulatory drivers via search of regulation sources Perform line item review of BNL written program for compliance with drivers. Inspect field operations to measure implementation of written program	9/30/03

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SHSD Self-Assessment ID#	Supporting BSA & Division Measure(s)	Strategy	Assessment Type & Mechanisms	Responsibility and Level of Effort	Indicators	Schedule/ Due Date
03-1602.12	Cancelled Confined Space Permits Annual Assessment SHSD Program Maintenance – Required Annual IH Assessment (ISM/OSHA)	Assess BNL programs against regulatory and internal requirements.	Vertical	Selvey/Peters Effort: 100 person-hours	Verify regulatory drivers via search of regulation sources Perform line item review of BNL written program for compliance with drivers. Inspect field operations to measure implementation of written program	9/30/03
03-1602.13	Lockout – Tagout (LOTO) Annual Assessment SHSD Program Maintenance – Required Annual IH Assessment (ISM/OSHA)	Assess BNL programs against regulatory and internal requirements.	Vertical	Curtiss Effort: 20 person-hours	Verify regulatory drivers via search of regulation sources Perform line item review of BNL written program for compliance with drivers. Inspect field operations to measure implementation of written program	9/30/03
03-1602.14	Firearms Safety Annual Assessment SHSD Program Maintenance – Required Annual IH Assessment (ISM/OSHA)	Assess BNL programs against regulatory and internal requirements.	Vertical	Monahan or designee Effort: 60 person-hours	Verify regulatory drivers via search of regulation sources Perform line item review of BNL written program for compliance with drivers. Inspect field operations to measure implementation of written program	9/30/03
03-1602.15	Tier 1 Annual Assessment SHSD Program Maintenance – Required Annual IH Assessment (ISM/OSHA)	Assess BNL programs against regulatory and internal requirements.	Vertical	Monahan Effort: 60 person-hours	Verify regulatory drivers via search of regulation sources Perform line item review of BNL written program for compliance with drivers. Inspect field operations to measure implementation of written program	9/30/03

CRITICAL OUTCOME: OPERATIONAL EXCELLENCE CRITICAL OUTCOME OBJECTIVE: ES&H OPERATIONAL PERFORMANCE						
SHSD Self-Assessment ID#	Supporting BSA & Division Measure(s)	Strategy	Assessment Type & Mechanisms	Responsibility and Level of Effort	Indicators	Schedule/ Due Date
03-1602.16	Chemical Management SHSD Program Maintenance – OSHA	Assess Laboratory performance and timeliness in excellence in worker safety and health protection.	Peroxidizable Chemical Survey	Selvey/Petricek Effort: 70 person-hours	SHSD Assessment	9/30/03
03-1602.17	Chemical Management SHSD Program Maintenance - OSHA	Assess Laboratory performance and timeliness in excellence in worker safety and health protection.	Review Reports	Selvey/Petricek Effort: 70 person-hours	SHSD Assessment	09/30/03
03-1602.18	Chemical Management SHSD Program Maintenance - OSHA	Assess Laboratory performance and timeliness in excellence in worker safety and health protection.	Random Surveys	Selvey/Petricek Effort: 70 person-hours	SHSD Assessment	09/30/03
03-1602.19	Working with Chemicals Subject Area SHSD Improvement Initiative – Subject Area Update	SHSD Subject Matter Expert(s) will serve as the lead in the development process. The SME will obtain team concurrence on the final draft of the Subject Area revision and deliver this document to SBMS.	Vertical	Erickson/Selvey Effort: 80 person-hours	Subject Area Concurrence Document transmitted to SBMS on schedule	12/01/02
03-1602.20	Reproductive Hazards (Declaration of Pregnancy– Non Rad) Subject Area SHSD Improvement Initiative - New Subject Area)	SHSD Subject Matter Expert(s) will serve as the lead in the development process. The SME will obtain team concurrence on the final draft of the Subject Area and deliver this document to SBMS.	Vertical	Selvey Effort: 200 person-hours	Subject Area Concurrence Document transmitted to SBMS on schedule	03/30/03
03-1602.21	Noise/Hearing Conservation Subject Area SHSD Improvement Initiative	SHSD Subject Matter Expert(s) will serve as the lead in the development process. The SME will obtain team concurrence on the final draft of the Subject Area and deliver this document to SBMS.	Vertical	Erickson/Peters Effort: 200 person-hours	Subject Area Concurrence Document transmitted to SBMS on schedule	03/30/03

CRITICAL OUTCOME: OPERATIONAL EXCELLENCE CRITICAL OUTCOME OBJECTIVE: ES&H OPERATIONAL PERFORMANCE						
SHSD Self-Assessment ID#	Supporting BSA & Division Measure(s)	Strategy	Assessment Type & Mechanisms	Responsibility and Level of Effort	Indicators	Schedule/ Due Date
03-1602.22	Exhaust Ventilation Subject Area SHSD Improvement Initiative - Conversion from ESH Standard	SHSD Subject Matter Expert(s) will serve as the lead in the development process. The SME will obtain team concurrence on the final draft of the Subject Area and deliver this document to SBMS.	Vertical	Selvey Effort: 200 person-hours	Subject Area Concurrence Document transmitted to SBMS on schedule	06/30/03
03-1602.23	Blood Borne Pathogens Subject Area SHSD Improvement Initiative - Conversion from ESH Standard	SHSD Subject Matter Expert(s) will serve as the lead in the development process. The SME will obtain team concurrence on the final draft of the Subject Area and deliver this document to SBMS.	Vertical	Selvey/Horn Effort: 200 person-hours	Subject Area Concurrence Document transmitted to SBMS on schedule	09/30/03
03-1602.24	Underage Workers Subject Area SHSD Improvement Initiative - New Subject Area	SHSD Subject Matter Expert(s) will serve as the lead in the development process. The SME will obtain team concurrence on the final draft of the Subject Area and deliver this document to SBMS.	Vertical	Monahan/Quiros Effort: 200 person-hours	Subject Area Concurrence Document transmitted to SBMS on schedule	04/30/03
03-1602.25	Construction Safety Subject Area SHSD Improvement Initiative - Conversion from ESH Standard	SHSD Subject Matter Expert(s) will serve as the lead in the development process. The SME will obtain team concurrence on the final draft of the Subject Area and deliver this document to SBMS.	Vertical	Krasner Effort: 200 person-hours	Subject Area Concurrence Document transmitted to SBMS on schedule	09/30/03
03-1602.26	Lifting Safety Subject Area SHSD Improvement Initiative - Subject Area Update	SHSD Subject Matter Expert(s) will serve as the lead in the development process. The SME will obtain team concurrence on the final draft of the Subject Area revision and deliver this document to SBMS.	Vertical	Ellerkamp Effort: 200 person-hours	Subject Area Concurrence Document transmitted to SBMS on schedule	03/31/03

CRITICAL OUTCOME: OPERATIONAL EXCELLENCE CRITICAL OUTCOME OBJECTIVE: ES&H OPERATIONAL PERFORMANCE						
SHSD Self-Assessment ID#	Supporting BSA & Division Measure(s)	Strategy	Assessment Type & Mechanisms	Responsibility and Level of Effort	Indicators	Schedule/ Due Date
03-1602.27	Incident/Accident Investigation Subject Area SHSD Improvement Initiative - Subject Area Update	SHSD Subject Matter Expert(s) will serve as the lead in the development process. The SME will obtain team concurrence on the final draft of the Subject Area revision and deliver this document to SBMS.	Vertical	Ellerkamp Effort: 200 person-hours	Subject Area Concurrence Document transmitted to SBMS on schedule	09/30/03
03-1602.28	Voluntary Protection Program Initiative	SHSD will develop support elements to encourage BNL commitment to VPP. Elements contained in the draft FY 03 PM for Occupational Safety and Health Excellence should reviewed for specific SA measures.	Vertical	White/Monahan Effort: 200 person-hours	SHSD internal memo describing the VPP related activities and recommendations.	09/30/03
03-1602.29	SHSD Field Activities SHSD Improvement Initiatives	Track SME participation in SHSD and other Dept/Division Field Activities.	Vertical Numerical Tracking System development	Monahan/Selvey/Blydenburgh Effort: 60 person-hours SHSD Staff Effort (for documenting and entry into database): 100 person-	Memo to the SHSD Division Manager that summarizes: SHD field presence, distribution among our customers, evaluates opportunities to optimize field presence, and provides recommendations for FY04.	09/30/03

CRITICAL OUTCOME: OPERATIONAL EXCELLENCE CRITICAL OUTCOME OBJECTIVE: ES&H OPERATIONAL PERFORMANCE						
SHSD Self-Assessment ID#	Supporting BSA & Division Measure(s)	Strategy	Assessment Type & Mechanisms	Responsibility and Level of Effort	Indicators	Schedule/ Due Date
03-1602.30	Create a Pool of talented, diverse, empowered, & goal oriented leaders/managers SHSD Program Maintenance	<ul style="list-style-type: none"> Update SHSD Succession Plan. Update Goals for staff. Recruit and interview diversity candidates for all open positions. 	Vertical	SHSD Manager <ul style="list-style-type: none"> Succession Plan – 6 person-hours Goals – 6 person-hours Action Plan – 24 person-hours Ongoing – no additional resources	<ul style="list-style-type: none"> Succession Plan updated. Percentage of SHSD staff with performance goals 	Succession Plan: 01/31/03 Goals for staff: 03/31/03
03-1620.31	Lab walk through inspections	Conduct Bi-weekly to monthly walkthrough inspections of the IH laboratories for compliance with ESH&Q requirements	Vertical	Selvey Effort: Inspection Team - 150 person hours	Documented Inspection and corrective action records kept by IH Group leader	09/30/03
03-1620-32	Lab Safety Systems maintenance	Conduct surveillance on SHSD safety systems to ensure ready for service status: <ul style="list-style-type: none"> Conduct bi-weekly testing of eyewash station Verify annual testing of face velocity of lab hood Verify annual testing of emergency shower Update placard information on room entrances 	Vertical	Selvey Effort: Inspection Team - 10 person-hours	Inspection records on equipment/rooms kept up to date	09/30/03
03-1620-33	Quarterly Staff Interviews	Conduct quarterly management/ employee interviews for <ul style="list-style-type: none"> leadership involvement, career development needs, operational and process needs. 	Vertical	Selvey Effort: 100 person-hours	Documented Interview records held by IH Group leader	09/30/03

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DATE: _____

ATTACHMENT 2**SAFETY AND HEALTH SERVICES DIVISION SELF ASSESSMENT**

Facility Visited:		
Scope of Assessment:		
Conducted by:	Date:	Time:
Relevant Procedures in use:		
Persons contacted:		
Logs reviewed:		

General Discussion:**Observations, comments, and recommendations:**

Comments	Resolution	Date

Check if continuation sheet (PX-2363A) used: []

* Corrective Action completed: (if applicable)	Building/Facility Manager Signature	Date